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July 6, 2004

TO: Audit Committee

FROM: J. Tyler McCauley *tm*
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY SMALL
BUSINESS COMMISSION**

RECOMMENDATION

The Audit Committee recommend to the Board of Supervisors (Board) that the Los Angeles County Small Business Commission's sunset review date be extended to June 30, 2007.

BACKGROUND

The Small Business Commission (SBC or Commission) was established and continued pursuant to Board Order No. 33 at its May 22, 2001 meeting. SBC's duties are as follows:

- Provide on-going advice and support to the Board to help small business grow and conduct business with the County.
- Monitor and evaluate progress in the implementation of the "Bold Steps Forward" recommendations adopted by the Board for improving County procurement practices.
- Develop and present yearly status reports that include recommendations relating to other issues that affect the small business community.

The SBC consists of 20 voting members, four nominated by each supervisor and approved by the Board. Each member must be a resident of Los Angeles County and be a representative of the business community in the County. The SBC is required to meet quarterly. From July 1, 2001 to March 31, 2004 the SBC held 15 meetings with an

"To Enrich Lives Through Effective and Caring Service"

average attendance of 12 (60%) members. Commission members do not receive stipends. The County Office of Small Business (OSB) provides staff support to the Commission. OSB estimates it incurs \$43,200 in costs (staffing and supplies) per year to support SBC.

JUSTIFICATION

The SBC advises the Board on matters affecting small business. It provides information to the Board on issues that impact small business. In conjunction with the OSB, SBC acts as a resource conduit enabling small business to be more competitive when competing for County contracts. During this review period, the Commission's accomplishments included the following:

- Monitored the implementation of the Bold Steps Program. This is a 64 step program adopted by the Board in September 1998 to improve the County's procurement practices and study issues affecting small business.
- Conducted Contracting Connection workshops twice a month. These workshops assist small businesses that want to become County vendors. The workshops averaged twenty attendees each session.
- Began the Local Small Business Preference Program, affording small businesses better opportunities to compete for County contracts.
- Assisted the OSB in developing a tri-lingual international Business to Business database in English, Spanish and Chinese.

The SBC's goal for the next evaluation period is to continue to respond to small business issues by working with County departments and other groups to support and assist small business and promote economic development. The SBC will also continue the Contracting Connection workshops as well as smaller hands-on workshops. In addition, the SBC will work with County departments to complete the implementation of the "Bold Steps Program" recommendations.

Please call me if you have any questions.

JTM:DR:RD

Attachments

c: Violet Varona-Lukens, Executive Officer
Robin A. Guerrero, Chief, Board Operations
Jim Corbett, Manager, Commission Services
Edna Bruce, Director, Office of Small Business
Victoria R. Fullerton, Chair, Small Business Commission

COMMISSION SUNSET REVIEW
LOS ANGELES COUNTY SMALL BUSINESS COMMISSION
REVIEW COMMENTS

Mission. (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in the ordinance creating the Commission.
CONCUR

Section 1. Relevancy. (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The SBC advises the Board on matters affecting small business. It provides information to the Board on issues that impact small business. In conjunction with the OSB, SBC also acts as a resource conduit enabling small business to be more competitive when competing for County contracts. **RELEVANT**

Section 2. Meetings and Attendance. (Are required meetings held and is attendance satisfactory?)

The SBC is required to meet quarterly. From July 1, 2001 to March 31, 2004 the SBC held 15 meetings with an average attendance of 12 (60%) members per meeting. **SATISFACTORY**

Sections 3 and 4. Accomplishments and Results. (Are listed accomplishments and results significant?)

During this review period, SBC's accomplishments included the following:

- Established and monitored the Bold Steps Program. This is a 64 step program adopted by the Board in September 1998 to improve the County's procurement practices and study issues affecting small business.
- Set-up a website to provide resource information for small business. The website provides links to County as well as other government agency websites.
- Conducted Contracting Connection workshops twice a month. These workshops assist small businesses that want to become County vendors. The workshops averaged twenty attendees each session.
- In conjunction with OSB, developed a tri-lingual Business to Business database in English, Spanish and Chinese.
- Assisted the OSB in the development of the Local Small Business Preference Program, affording small businesses better opportunities to compete for County contracts. **SIGNIFICANT**

Section 5. Objectives. (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

In the coming period, the Commission's goals are as follows:

- Continue to respond to small business issues by working with County departments and other groups to support and assist small business and promote economic development.
- Continue Contracting Connection workshops as well as smaller hands-on workshops.
- Work with County departments to complete the implementation of the Bold Steps Program.
- Assist the OSB to expand the tri-lingual Business to Business database.
- Implement the Small Business Commission Strategic Plan as directed by the Board. **RELEVANT**

Section 6. Resources. (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

SBC does not have a separate budget. SBC's activities are supported by the OSB budget. OSB estimates that it incurs \$43,200 in staffing and supplies per year to support SBC's activities. Commission members do not receive stipends. **WARRANTED.**

Section 7. Recommendation.

EXTEND THE SUNSET REVIEW DATE FOR THE LOS ANGELES COUNTY SMALL BUSINESS COMMISSION TO JUNE 30, 2007.

SMALL BUSINESS COMMISSION ATTENDANCE RECORD

| Commissioner | Nominated by | 9/30/01 | 12/31/01 | 3/31/02 | 6/30/02 | 9/30/02 | 12/31/02 | 3/31/03 | 6/30/03 | 9/30/03 | 12/31/03 | 3/31/04 | Totals | % Attended |
|---------------------------------------|--------------|---------|----------|---------|---------|---------|----------|---------|---------|---------|----------|---------|--------|------------|
| Number of Meetings per Quarter -----> | | 2 | 1 | 1 | 2 | 2 | 1 | 1 | 2 | 1 | 1 | 1 | 15 | |
| | | | | | | | | | | | | | | |
| Oscar Lopez | 1st District | 1 | 1 | 1 | 2 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 73% |
| Javier Del Valle | 1st District | 2 | 1 | 1 | 2 | 2 | 1 | 1 | 1 | 0 | 1 | 1 | 13 | 87% |
| Paul Turner | 1st District | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0% |
| Kenia Davalos-Romero | 1st District | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 | 1 | 1 | 1 | 7 | 47% |
| William Raphiel | 2nd District | 1 | 1 | 1 | 2 | 1 | 0 | 1 | 2 | 1 | 0 | 1 | 11 | 73% |
| Lynne Joy Rogers | 2nd District | 2 | 1 | 1 | 1 | 0 | | | | | | | 5 | 63% |
| Reginald Byron Jones-Sawyer, Sr | 2nd District | | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 4 | 31% |
| Marlon L. Thompson | 2nd District | 2 | 1 | 0 | 2 | 0 | 1 | 1 | 2 | 1 | 1 | 1 | 12 | 80% |
| Irma Torres | 2nd District | 0 | 0 | | | | | | | | | | 0 | 0% |
| Angela J. Reddock | 2nd District | | | | | | | | 0 | 0 | 1 | 1 | 2 | 40% |
| Ky Chueon Kim, Ph.D. | 2nd District | | | | | | | | 0 | 0 | 1 | 1 | 2 | 40% |
| Dolores Ratcliffe | 3rd District | 0 | 1 | 1 | 1 | 0 | 1 | | | | | | 4 | 44% |
| George F. Hill | 3rd District | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 8 | 53% |
| Raymond J. Bishop | 3rd District | 2 | 1 | 1 | 1 | 2 | 1 | 1 | 2 | 1 | 1 | 1 | 14 | 93% |
| Vivian Rescalvo | 3rd District | | | | 2 | 0 | 0 | 0 | 2 | 0 | 1 | 1 | 6 | 55% |
| Joey M. Quinto | 3rd District | | | | | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 3 | 33% |
| Helen Anderson | 4th District | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 13 | 87% |
| Victoria R. Fullerton | 4th District | 2 | 1 | 1 | 2 | 2 | 1 | 1 | 2 | 0 | 1 | 1 | 14 | 93% |
| Anna S. Johnson | 4th District | 2 | 0 | 1 | 2 | 1 | 1 | 1 | 2 | 1 | 0 | 1 | 12 | 80% |
| Dennis J. Young | 4th District | 2 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 11 | 73% |
| Margaret Pashko | 4th District | 1 | 1 | 0 | 2 | 2 | 1 | | | | | | 7 | 78% |
| Richard S. Musella | 4th District | | | | | | | 0 | 0 | 1 | 1 | 0 | 2 | 33% |
| Cecilia S. Wu | 5th District | 2 | 1 | 0 | 2 | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 9 | 60% |
| Tyrone Hampton | 5th District | | | | | | | | | | | 0 | 0 | 0% |
| Alan Buckholtz | 5th District | | | | | | | | | 0 | 0 | 0 | 0 | 0% |
| Norman L. Hickling | 5th District | 0 | 1 | 1 | 0 | 0 | 0 | 0 | | | | | 2 | 20% |
| Leon Worden | 5th District | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | 0 | 0% |
| Fred S. Beaton | 5th District | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 2 | 0 | 1 | 1 | 9 | 60% |
| Irshad ul-Haque | 5th District | | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 8% |
| Totals | | 22 | 14 | 11 | 25 | 15 | 10 | 14 | 28 | 12 | 15 | 16 | 182 | |
| Average Attendance per Meeting -----> | | | | | | | | | | | | | 12.1 | |